



NORTH-EASTERN HILL UNIVERSITY

SHILLONG-793022.

APPLICATION FORM FOR PERMISSION TO START PG DEPARTMENT IN AN EXISTING COLLEGE [TO BE SUBMITTED BY THE PRINCIPAL/DIRECTOR OF THE COLLEGE /INSTITUTION]

To

The Registrar,
North - Eastern Hill University,
Shillong - 793022

Sub: Provisional Affiliation of PG course – application for _____

Sir/Madam,

With reference to the subject referred above I, herewith, submit an application for Permission to start PG Department or provisional affiliation to NEHU of the following post-graduate course(s) of study. The necessary details are given below:

A. GENERAL INFORMATION INCLUDING ACADEMIC

1. Name and address of the College/Institution: _____

Pin: _____ Tel: _____ Fax: _____ e-mail: _____ website: _____

2. When permanent affiliation was granted [attach copy of the University's notification(s).]? _____

3. Year of NAAC accreditation and the grade awarded: (attach copy of the award letter/certificate) _____

4. (a) Name of the course/subject in which the college proposes to start the PG Department:

(b) Briefly state the need for starting the new PG Department: _____

5. Has the College fulfilled all the conditions prescribed by the University for being eligible to start PG Department? _____

6. Details about the UG programme in the college in the subject in which the college proposes to start the PG Department:

(a) Year of starting the UG level course/subject _____

(b) Details of students for the previous years (3 years) _____

Year	No. of students pass & Honours	Categories SC/ST & General

*see Ordinance on starting PG departments at Annexure I

(c) Results of the University examinations for the last three years:

Year	Examination (Pass Course & Honours)	Students appeared	Students passed	Over all pass percentage

7. Please specify the academic session from which the first batch of students is to be admitted for the PG course(s)/subject(s) proposed:

8. Please specify the month/year from which the first batch of students is expected to appear for the examination in the course(s)/subject(s) proposed:

9. Number of students to be admitted to the proposed PG Department:

10. State the admission criteria for the proposed PG course:

11. Give the fee structure for the proposed PG course:

[Fees will be specified by the College concerned. Twenty percent of the fees charged shall be payable by the College to the University. In addition, each student shall pay registration and examination fee to NEHU as prescribed for PG students.]

12. Has the college Governing Body/Management Committee taken a decision to move the University for seeking affiliation for the new PG Department (attach copy of the resolution)?

13. Attach a complete list of members of the college Governing Body:

14. Names of the Principal, teachers of the proposed PG Department and librarian with qualification(s), experience(s) and dates of joining. (State whether they are full/part time employees):

Sl. No.	Name	Designation	Qualification	Date of joining	Experience	Full time/Part time

15. Do you have a separate room for the library? Yes/No _____

(a) Kindly furnish the number of books available in your library for the proposed P.G. Department. Also indicate additions proposed:

(b) Attach a list of laboratory equipments and specification of laboratory space (if the proposed P.G. Department involves laboratory course)

(c) Other infrastructure facilities available in the college which the college would like to mention in support of starting the new P.G. Department.

B. FINANCIAL POSITION:

Details of fixed deposits in favour of the college.
(The minimum duration of a fixed deposit should be five years).

A certificate from the bank is to be furnished.

Name and address of the bank	Amount

C. AFFILIATION FEE FOR P.G. DEPARTMENT:

Rs. ` 50, 000/- for PG Course

This amount should be paid through a bank Draft drawn in favour of the Finance Officer, North Eastern Hill University, payable at a nationalized bank in Shillong.

Furnish the details of the Bank Draft:

D. ANY OTHER INFORMATION IN SUPPORT OF THE APPLICATION:

1.

Date:

Place:

Signature of the Principal

Note: This application should reach the office of the C. D. C. on or before 30th September if the proposal to start the P. G. Department is from the next academic session (1 semester starts in the month of August).

CERTIFICATE

This is to certify that the information provided above is correct.

Date:

Signatures of the Principal/Director/Chairman of the G. B.

Note:

- 1. Documentary evidence has to be supplied wherever required.*
- 2. The University has laid down certain essential conditions to be fulfilled by the colleges/institutions for granting affiliation. The college/institution authorities should ensure that all such conditions are fulfilled while submitting the application for renewal.*
- 3. Two hard copies of the report accompanied with all relevant documents have to be submitted along with a soft copy.*
- 4. Please take note of the provisions relating to affiliated colleges/institutions under NEHU Statutes, Ordinances, Regulations.*